

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **SENIOR STENOGRAPHER**

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Jurisdictional Class: **Competitive**  
Date Adopted: **Unknown**  
Date Revised:  
Jurisdictions: **All jurisdictions**  
Union Status: **County – CSEA**  
Pay Grade: **8**

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**DISTINGUISHING FEATURES OF THE CLASS:** This position is moderately difficult clerical, stenographic and typing work requiring a general understanding of specific law, office rules, procedures and policies. It entails the full-time or substantial part-time taking and transcribing of dictation and operation of a typewriter. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Unusual problems or situations, not previously encountered, are referred to supervisors before action is taken. For the most part, work is performed under general supervision. Supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Acts as secretary to an official in cases where assignments call for the use of judgment and experience in making decisions in accordance with established policies and procedures;  
Takes and transcribes minutes of meetings and proceedings of hearings and conferences;  
Composes and types routine correspondence, applying a knowledge of departmental operations and regulations;  
Assigns work, reviews and records work done, and instructs new employees in the specialized clerical work of a unit;  
Takes and transcribes dictation of letters, articles, addresses, memoranda and other materials;  
Has charge of and types resolutions, minutes, bills and a variety of reports;  
Oversees and participates in the computation and typing of payrolls, purchase orders and vouchers;  
May maintain a set of routine financial accounts;  
May operate addressograph, mimeograph, computing, calculating and other office machines;  
Requisitions and checks the receipt of supplies and equipment;  
Assigns and participates in the cutting of stencils for important memoranda and other material.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to take and transcribe dictation at a satisfactory rate of speed; ability to type accurately at a satisfactory rate of speed; ability to understand and follow oral and written directions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; good judgment; neatness; accuracy; tact and courtesy.

**MINIMUM QUALIFICATIONS:**

- (A) High school graduation and two (2) years of clerical experience which shall have involved the taking and transcribing of dictation; **OR**
- (B) Three (3) years of experience as indicated in (A); **OR**

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

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**(C)** An equivalent combination of training and experience as indicated in (A) and (B).

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

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